



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

April 12, 2006

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

Michael J. Henry
Director of Personnel

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**NO URGENCY REGARDING SIGN-UPS FOR TAX DEFERRED STATUS ON
TERMINATION PAY**

The Plan Administrative Committees for the Savings Plan and Termination Pay Plan will be convening a special meeting tomorrow to determine whether the Plans may continue to accept employee contributions from termination pay. We understand there is an employee rush in some Departments to sign-up for these plans on the assumption sign-ups after tomorrow's meeting will not be permitted. This is totally unnecessary.

Please be assured that, whatever the decision of the Plan Administrative Committees, no employee will be advantaged by signing up for these plans at this point. We expect the Plan Administrative Committees to either establish a sign-up cutoff date of April 1, 2006 or provide an extension to all employees. Either way, no one needs to sign-up today and all employees will be given equal treatment from April 1 forward.

We will communicate with you further after tomorrow's meeting and we will also provide proper notice to all employees. In the meantime, please inform your employees there is no need to take any action right now, and they will not be benefited by doing so.

DEJ:SRH
WGL:df

c: Each Supervisor
LACERA
Annelle Grajeda, Local 660
Skip Henke, CCU
Members and Alternate Members, Savings Plan Administrative Committee
Members and Alternate Members, Termination Pay Pick-Up Plan